

EMPLOYMENT NOTIFICATION POLICY

(RCCCP&P 2A-PRO-112)

It shall be the policy of Riley County Community Corrections to require employment notification for all violent and/or person felonies, and at the discretion of the Adult Intensive Officer for special circumstances. Intensive Supervision Officers shall allow violent, person felony clients one week to inform their employer as to the status of their community corrections assignment prior to contacting the employer in writing.

Employer notification shall occur one week after informing the client to inform their employer. Notification shall be in the form of a letter and shall include the Intensive Supervision Officer's contact information, offense for which the client was assigned and their length of term. A copy of the employer notification letter shall be placed in the correspondence section of the client file.

All clients of Riley County Community Corrections are expected to maintain adequate, appropriate employment. If it is thought that notification to an employer will create undue distress, the Director may consider other employment notification alternatives.